

BEAR RIVER SERVICE AREA

Job Seeking **Skills Workshops**

No cost workshops open to all job seekers

January 2020

Job Seeking Skills	Date	Time	Location
RESUME WRITING AND LAB: Learn how to write and design a cutting-edge resume and cover letter or power up a current resume to get that interview. This workshop is designed for customers who are ready to write a resume and start actively job searching.	Tues. Jan 7 Tues. Jan 21	1:00 PM–3:30 PM 9:00 AM–11:30 AM	Brigham City EC Brigham City EC
RESUME WRITING WORKSHOP: Learn how to specifically create a resume, cover letter and reference page.	Thurs. Jan 9 Thurs. Jan 23	2:00 PM–4:00 PM 2:00 PM–4:00 PM	Logan EC Logan EC
EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	Mon. Jan 6, 13, 27 Tues. Jan 21	9:00 AM–1:00 PM 9:00 AM–1:00 PM	Logan EC BTech Logan
EMPLOYMENT ESSENTIALS LAB: Get hands-on assistance creating a master application, writing a resume and looking for jobs online.* Prerequisite: must attend Employment Essentials Workshop.	Fri. Jan 3, 10, 17, 24, 31	2:00 PM–4:00 PM	Logan EC
EMPLOYMENT ESSENTIALS - YOUTH AGES 14-24: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	Tues. Jan 14	3:00 PM–5:00 PM	Logan EC

Register at jobs.utah.gov or speak with an employment counselor.

Employment Center (EC) Locations:

- ★ Brigham City EC
138 W. 990 S.
- ★ Logan EC
180 N. 100 W.
- ★ BTech Logan
1301 N. 600 W.

To schedule one-on-one practice interviews, call 866-435-7414

continued

Plan to arrive 10-15 minutes before the workshop begins. Workshops **START** at the scheduled time. With respect to customers who arrive on time, **late-comers will be asked to re-schedule.**



Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.	Tues. Jan 7 Tues. Jan 21	9:00 AM–11:00 AM 1:00 PM–3:30 PM	Brigham City EC Brigham City EC
PROFESSIONALISM: SUCCESS IN THE WORKPLACE: Learn about skills employers are looking for including image, work ethic, team work, communication, organizational and problem solving.	None		
*LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile. <i>*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.</i>	None		
JOB SEARCH STRATEGIES: Learn strategies to effectively job search online and in person. You will also learn how to network, create a professional brand and develop a marketing message.	None		
FINANCIAL MANAGEMENT TIER 1 - CREDIT: Identify types of credit and the wise use of credit. Learn how to pull, read, understand, repair and dispute issues on your credit report and gain strategies for managing credit leading to financial stability. Tips on debt management and power pay.	Tues. Jan 14	10:00 AM–12:00 PM	Logan EC

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Life Skills	Date	Time	Location
SNAP-ed (Create Better Health Utah): Learn how to make a food budget last all month long, plan and create a menu, shop from a list, save money on food and eat healthy. Food demonstration provided to learn how to prepare food in an easy, quick and healthy way.	Wed. Jan 15, 22, 29	11:00 AM–12:00 PM	Logan EC
	None		Brigham City EC
BUDGETING: Learn about credit, financial scams, budgeting, online banking and more with a guest speaker from a local bank.	Tues. Jan 7	9:00 AM–11:00 AM	Logan EC
ASSERTIVE COMMUNICATION: Learn communication styles, how to be direct, listening skills, expressing thoughts and feelings, personal rights, how to power up your language in interviews, conflict management and positive and negative feedback strategies.	Tues. Jan 28	9:00 AM–1:00 PM (PART 1)	Logan EC
	Wed. Jan 29	9:00 AM–1:00 PM (PART 2)	Logan EC
	None		Brigham City EC
HOW TO AVOID FALLING IN LOVE WITH A JERK OR JERKETTE: For singles of all ages—participants learn steps to building a high-quality, long-lasting relationship.	None		
PARENTING WITH LOVE AND LOGIC: Learn how to raise responsible children and have more fun—topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict.	Wed. Jan 8	9:00 AM–4:00 PM	Logan EC



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